

OFFICE OF THE CITY CLERK  
9229 W. LOOMIS ROAD  
FRANKLIN, WI 53132-9728  
PHONE: (414)-425-7500

TO: COMBINATION FOOD & PEDDLER'S LICENSE APPLICANTS  
RE: SAFE WATER TEST, INSPECTIONS AND FEES

**IMPORTANT**

THE ANNUAL (JULY 1 THROUGH JUNE 30) FEE FOR A COMBINATION FOOD AND PEDDLER'S LICENSE, **NOT INCLUDING THE LABOR DAY EVENT**, IS \$110. THE ANNUAL (JULY 1 THROUGH JUNE 30) FEE FOR A COMBINATION FOOD AND PEDDLER'S LICENSE **INCLUDING THE LABOR DAY EVENT** IS \$210. FOOD AND PEDDLER'S LICENSES ISSUED AT THE FAIR WILL BE AN ADDITIONAL \$100. THERE IS A \$25 PRE-INSPECTION FEE FOR ALL NEW APPLICANTS. IF APPLICANT WISHES TO SELL **SODA**, THERE IS AN ADDITIONAL \$5.00. THESE FEES ARE NOT PRO-RATED.

IN ADDITION, RENEWAL APPLICATIONS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN **JUNE 15th**, IN ORDER TO ASSURE RETURNS BY JULY 1ST. A LATE FEE OF \$25 WILL BE CHARGED FOR RENEWALS RECEIVED AFTER **JUNE 15th**.

DEPENDING ON THE WATER SOURCE THAT WILL BE USED IN APPLICANT'S FOOD STAND, PLEASE BE ADVISED THAT A **SAFE WELL TEST REPORT OR A COPY OF APPLICANT'S LAST PAID WATER BILL MUST ACCOMPANY APPLICATION FOR THE FOOD AND PEDDLER'S LICENSE**. ALL NEW MOBILE UNITS AND FOOD STANDS WILL HAVE TO BE INSPECTED BY THE CITY SANITARIAN. IF APPLICANT HAS A MOBILE UNIT, PLEASE CALL THE SANITARIAN AT (414) 354-5366 AFTER 5:00 P.M. TO ARRANGE A TIME FOR INSPECTION. TEMPORARY FOOD STANDS WILL BE INSPECTED AT THE FAIR.

A license is not required for foods produced by the seller, such as, home grown vegetables, fruits, eggs from the farmers own chickens or non-processed honey produced by the farmers own bees. Processed popcorn (popped at the Fair) requires valid licensure from Wisconsin Department of Agriculture and must be presented with food and peddlers application.

Home baked, home canned, or any home-processed foods will not be sold or offered.

Over the counter or prescription medications will not be sold or offered for sale with or without a license at the Fair. This includes vitamins, aspirin, Tylenol, cough syrups, health food supplements, etc.

When there is animal activity, food stands must be at least 50 feet away. This is the sellers' responsibility.

PLEASE READ CAREFULLY THE GENERAL PERMIT AND FOOD OPERATION REQUIREMENTS, SIGN, AND RETURN THE ORIGINAL WITH YOUR APPLICATION.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE OFFICE OF THE CITY CLERK AT (414) 425-7500.

Please read, sign & return this sheet with application.

City of Franklin

9229 West Loomis Road

Franklin, WI 53132

(414)425-7500

## COMBINATION FOOD AND PEDDLER PERMIT

### GENERAL PERMIT REQUIREMENTS:

1. Permit will be issued to applicant, upon payment of required fees and upon signature of applicant to follow rules governing operation at St. Martins Fair.
2. Permit fees cover the period beginning July 1st, ending June 30th, or any part thereof.
3. All operations that serve and/or sell food and non-beverage items, except for unprocessed food, are required to obtain and display this permit. **Unprocessed food** includes farm products that are grown/produced by the farmer/seller on the farmer/seller's property (e.g. honey if unprocessed must be appropriately labeled and does not require a permit).
4. All property owners selling space to vendors are responsible to notify vendors of permit requirements and regulations of St. Martins Fair.
5. All food and beer stands shall provide plastic liners for the trash barrels which they use, and they shall change the liners as the barrels are filled. Liners are available at the Police trailer during the Fair.
6. No stakes shall be placed in any public asphalt or concrete walkway or street.
7. All food vendors must be located at least 50 feet away from port-a-johns and animals.
8. Selling and serving of home-baked, home-canned, or home-processed food is prohibited. Operations licensed by the State of Wisconsin must also possess and display the license(s) required for all other processed foods (e.g. taffy maker), in addition to this permit.
9. All perishables must be mechanically refrigerated.
10. Soda permit is not included in this combination permit.
11. Operations not meeting permit standards are subject to closure by the Sanitarian upon inspection during the Fair.
12. Animals must be restrained or fenced, and kept reasonably away from public reach.

### FOOD OPERATION

1. **Mechanical** refrigeration must be provided.
2. Food Handlers:  
All food handlers must:  
A. Wear off-street clothing (e.g. aprons, smocks, etc.)  
B. Not smoke.  
C. Have appropriate hair covering.  
D. Wash hands frequently.  
E. Show evidence of maintaining clean and sanitary operation.
3. Water Supply:  
Safe water test report is required. Municipal water receipt or bottled water with receipt may be substituted as acceptable.  
A. Cleaning utensils/equipment. Where utensils/equipment are used, the following requirements must be followed:  
1) **At least five (5) gallons of water** must be available daily for use in a cleanable container.  
2) Water must be stored in covered containers.  
3) A means of heating water must be available.  
4) A separate area away from food handling must be used for cleaning utensils and equipment.  
B. Hand Washing.  
1) Soap, basin, disposable towels, and **at least five (5) gallons of potable water** must be available daily (in addition to the five gallons required for cleaning utensils; therefore, total of ten (10) gallons are required daily).  
2) During food **preparation**, the food must be kept away from the traffic of the general public. Once prepared, food must be covered.  
3) All food products must be kept off the ground and in a clean and sanitary condition.
4. Permits  
All permits and additionally required licenses must be displayed in a prominent area at all times. If permit is not on display, a new permit will be issued with NO REFUND.
5. Structural Requirements of Stand.  
A. Roof, sidewalls, and counter fronts must be covered.  
B. Dirt floors must be covered (e.g. tarp, wood).  
C. Skirting must be attached to front counter (vertical cover from counter to ground).  
D. All food operations where food is **prepared** are required to be screened to prevent entrance of insects. This means all areas where food and food contact surfaces of equipment are exposed to dust, insects, drippage, etc., must be effectively enclosed and/or screened. Only those extremely high heat areas (e.g. grills, smokers, pizza ovens, fryers) may be exempt if food is not prepared or held in cooking area.
6. Use of insecticides is prohibited as a means of discouraging insects near foods.

Testimony to Reading:

I hereby state that I have read these rules and agree to abide by them.

Signature of Applicant

Date

(Clerk 4/04)

☐ New ☐ Renewal



**City of Franklin**

9229 W. Loomis Road  
Franklin, WI 53132-9728

City Clerk's Office

414-425-7500

July 1, 200\_\_ to  
June 30, 200\_\_

**APPLICATION**  
*Transient Merchant Permit*  
**St Martins Fair – Food & Merchandise**

<input type="checkbox"/> Annual fee NOT including Labor Day Event Endorsement	110.00
<input type="checkbox"/> Annual fee including Labor Day Event Endorsement	210.00
<input type="checkbox"/> Issued at Fair (NOT including Labor Day Event Endorsement)	210.00
<input type="checkbox"/> Issued at Fair (including Labor Day Event Endorsement)	310.00
<input type="checkbox"/> Nonintoxicating & Soda Water Beverages	5.00
<input type="checkbox"/> Late fee for renewals	25.00
<input type="checkbox"/> Pre-inspection fee for new applicants	25.00

**Applicant (PRINT ALL INFORMATION)**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/19\_\_\_\_ Place of Birth \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ # Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

Drivers License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Present Address** \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

If less than two years at present address, list previous address:

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Permanent Address** \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Temporary business location**

Location \_\_\_\_\_ Phone \_\_\_\_\_

**List ALL criminal convictions**

Type of offense \_\_\_\_\_

Date \_\_\_\_\_ Place \_\_\_\_\_

Type of offense \_\_\_\_\_

Date \_\_\_\_\_ Place \_\_\_\_\_

Type of offense \_\_\_\_\_

Date \_\_\_\_\_ Place \_\_\_\_\_

**Person, firm or corporation represented by applicant**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Vehicle used for conducting business**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ License # \_\_\_\_\_

Method of merchandise delivery \_\_\_\_\_

**List three previous municipalities where business was conducted**

\_\_\_\_\_

**Applicant can be contacted for at least seven days at**

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Type of products or services to be sold (be specific)** \_\_\_\_\_

\_\_\_\_\_

**Wisconsin Seller's Permit Number** \_\_\_\_\_**Attach LEGIBLE copy of identification**

APPLICANT UNDERSTANDS AND AGREES THAT THIS PERMIT IS NOT TO INSURE NOR INDEMNIFY AND SHALL NOT BE CONSTRUED AS SUCH. APPLICANT FURTHER AGREES THAT APPLICANT WILL INDEMNIFY AND HOLD HARMLESS THE CITY OF FRANKLIN FOR ANY & ALL CLAIMS ARISING FROM THE SERVICE OR GOODS PROVIDED UNDER THIS APPLICANT OR PERMIT.

APPLICANT FURTHER UNDERSTANDS AND AGREES THAT APPLICANT APPOINTS THE MUNICIPAL CLERK OF THE CITY OF FRANKLIN "TO ACCEPT SERVICE OF PROCESS IN ANY CIVIL ACTION BROUGHT AGAINST THE APPLICANT ARISING OUT OF ANY SALE OR SERVICE PERFORMED BY THE APPLICANT IN CONNECTION WITH THE DIRECT SALES ACTIVITIES OF THE APPLICANT, IN THE EVENT THAT THE APPLICANT CANNOT, AFTER REASONABLE EFFORT, BE SERVED PERSONALLY." CODE OF THE CITY OF FRANKLIN §237.4.D.

**SIGNATURE *MUST BE NOTARIZED.***

Date \_\_\_\_\_ Signature \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 200\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

# WISCONSIN TEMPORARY EVENT OPERATOR AND SELLER INFORMATION

Information on this form is required under sec 73.08(38), Wis Stats.

## Instructions Below

### PART A: To be completed by the Operator of the Temporary Event

Operator

1. Name and Address ..... City of Franklin  
..... 9229 W Loomis Rd, Franklin, WI 53132
2. Daytime Telephone Number ..... 414-425-7500
3. E-mail Address .....
4. Name of Temporary Event ..... St Martins Fair
5. Date(s) of Temporary Event ..... First Monday of each Month
6. Location of Temporary Event (e.g., City) ..... St Martins Rd & Forest Home Ave , Franklin, WI

### PART B: To be completed by Seller and given to event Operator on or before first day of event

Seller

1. Legal Name .....
2. Business Name .....
3. Address (Street or Route) .....  
City, State, and Zip Code .....
4. Telephone Numbers ..... Home (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
..... Business (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
5. E-mail Address .....
6. Wisconsin Tax Account Number ..... 004-0000 \_\_\_\_\_ -01
7. Social Security Number ..... - -
8. Federal Identification Number (FEIN) ..... -
9. Check one box indicating the type of activity you intend to engage in at this event:  
☐ Selling Merchandise or Service      ☐ Display Only

Information about temporary events, including forms, instructions, and FAQ's, can be found on the Department of Revenue's website at [www.dor.state.wi.us/html/temevent.html](http://www.dor.state.wi.us/html/temevent.html). If you have additional questions, please contact the Department of Revenue by e-mail at [tempevtprq@dor.state.wi.us](mailto:tempevtprq@dor.state.wi.us), telephone at (608) 266-7183, or FAX at (608) 261-6226.

This Form May Be Reproduced

# INSTRUCTIONS FOR COMPLETING OPERATOR AND SELLER INFORMATION

## Part A - Operator:

*An Operator is defined as a person or entity (such as an individual, association, partnership, corporation, or nonprofit organization) that arranges, organizes, promotes, or sponsors an event. An Operator may also be referred to as an organizer, exhibitor, or decorator. An Operator may or may not be the owner of the property or premises where the event takes place. An Operator may also be a Seller at the event.*

Operators have the following options to comply with their obligation to report Sellers at the event to the Wisconsin Department of Revenue:

- a. Hand write Part A, reproduce the number of copies you will need, and mail or deliver copies to all the Sellers participating at the event.
- b. Go to the Department of Revenue's website at [www.dor.state.wi.us/html/temevent.html](http://www.dor.state.wi.us/html/temevent.html), open the PDF fillable form (S-240), fill in your information, print, reproduce, and mail or deliver copies to all the Sellers participating at the event.
- c. If you have all the required Sellers' information, use the Excel spreadsheet, provided at [www.dor.state.us/html/temevent.html](http://www.dor.state.us/html/temevent.html). (Excel viewer is available.) Fill in the information for all Sellers participating at the event and e-mail the spreadsheet to [tempevtprg@dor.state.wi.us](mailto:tempevtprg@dor.state.wi.us) or mail a printed version to:

Temporary Events Program  
Wisconsin Department Of Revenue  
Compliance Bureau - Mail Stop 3-252  
P.O. Box 8901  
Madison, WI 53708-8901

1. Name and Address - It is important that you enter an address, so that the Seller knows where to send the completed form.

## Part B - Seller:

*A Seller is defined as a person or entity involved with selling merchandise or providing taxable services at a temporary event. A Seller may also be referred to as a vendor, exhibitor, or booth owner.*

1. Enter your individual, partnership, association, or corporate name.
3. Enter the address of the physical location of your business. Do not fill in a post office box number.
6. Enter your Wisconsin Tax Account Number.

You can find this number on your Business Tax Registration Certificate or Sales and Use Tax Return (Form ST-12). This number is not your 6-digit seller's permit number issued to you prior to December 31, 2002.

**Important:** This form is not an application for a Wisconsin Tax Account Number. If you do not already have a seller's permit and, therefore, a Tax Account Number, you will need to apply for one directly with the Department of Revenue prior to the event. The application (Form BTR-101) is available on the department's website, [www.dor.state.wi.us](http://www.dor.state.wi.us).

Not all Sellers are required to obtain a Wisconsin seller's permit. Some of the reasons a Seller may not need a seller's permit are:

- The Seller only sells tax-exempt items, such as vegetables for home consumption.
- The Seller has less than \$1,000 of taxable sales during the calendar year and does not hold, and is not required to hold, a Wisconsin seller's permit. Total taxable sales is total sales in Wisconsin of otherwise taxable tangible personal property and services after subtracting allowable exemptions.

If you have questions regarding applying for a Wisconsin seller's permit, contact any Department of Revenue office or call (608) 266-2776.

7. Enter your Social Security Number. This is required if you do not already have a Tax Account Number.
9. If you are selling merchandise or a service, including the sale, rental, lease, exchange, trade, or taking orders of any merchandise, goods, products, or admissions for money or other consideration, check the "Selling Merchandise or Service" box.

If you are just displaying and not making sales or taking orders at this event, check the "Display Only" box.

A Seller must return this completed form to the event Operator listed in Part A on or before the first day of the event.

**Revenue Field Agents enforce compliance at temporary events. Sellers must have evidence of their Seller's Permit at the event.**